



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PAINTER SUPERVISOR (MAINTENANCE)	32	G	9.460
PAINTER II (MAINTENANCE)	31	G	9.459
PAINTER I (MAINTENANCE)	30	G	9.429

SERIES CONCEPT

Incumbents in this class series perform and/or supervise the performance of journey level skilled work in painting in order to maintain and repair buildings, structures, fixtures, furniture and equipment. Incumbents in this class are distinguished from Maintenance Repair Specialists in that the majority (60% or more) of the work performed is painting, i.e., incumbents may perform duties related to other building trade areas but it is not the principal function of incumbents in this class.

Respond to repair orders by: establishing the priority of repairs; estimating cost of jobs; acquiring the materials to complete the job by contacting vendors and/or completing a purchase requisition; making the repair; documenting the time and material costs for billing purposes.

Institute a preventative maintenance schedule and perform preventative maintenance such as conducting routine inspections and making minor repairs, in order to prolong life of furniture, fixtures and structures, and maintain a satisfactory appearance.

Finish interior or exterior surfaces which includes reviewing blueprints; selecting and ordering appropriate materials; preparing surface by scraping, patching holes, sanding, removing corrosion and etching metal surfaces; taping and texturing sheetrock; repairing and texturing plaster; priming; matching and mixing paint colors; applying paint with brush, rollers or spray gun or applying wall coverings; simulating wood grain or marble effects. May layout and stripe parking lots, roads, and athletic fields.

Finish or refinish furniture by: removing the old stain and finish by stripping, sanding, and bleaching; filling the grain; applying stain; sealing and varnishing or lacquering the furniture.

May paint vehicles by: sanding, cleaning and preparing surface; masking windows; priming vehicle; and spraying vehicle with automotive enamel.

May provide lead work supervision including training, work direction and work review to other maintenance staff such as maintenance repair workers, students and inmate crews.

May assist contractors by providing information regarding the existing structure and required work. May review bids and work completed by contractors for quality and conformance with specifications.

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CLASS CONCEPTS

PAINTER SUPERVISOR

Under general supervision, directs and provides line supervision to a crew of painters, typically three or more, and performs complex painting work described in the series concept.

Schedule and oversee repair and maintenance work by: reviewing work requests and/or structures, furniture and fixtures; determining the complexity of work and establishing the job priority; writing the work order; coordinating job completion with other trade workers; assigning work to agency personnel or making arrangements for an outside vendor to complete; inspecting work to ensure timely completion and compliance with specifications.

Supervises a crew of subordinate painters and, in addition, may supervise other maintenance staff such as maintenance repair specialists, maintenance repair workers and craft workers-in-training.

Supervision includes hiring, providing training and technical assistance; assigning and reviewing work; initiating disciplinary action; and evaluating performance. Ensure personnel comply with federal and state laws and regulations and state, agency, and division policies and procedures.

Completes an estimate of time and material costs for upcoming projects and provides the estimate to agency management. Purchases or completes purchase requisition for tools, materials, and supplies needed for work unit operations.

PAINTER II

Under general supervision, performs the range of duties described in the series concept and either 1) functions as a lead work supervisor the preponderance of the time on a regular and reoccurring basis to lower level painters, journey level skilled trades workers, or a regularly assigned crew of inmates OR 2) under administrative supervision, has statewide responsibility for an agency's painting maintenance program which includes traveling statewide to make inspections to determine the extent of work required; determining whether projects should be completed in-house or by contractors and making required arrangements; and monitoring program expenditures.

Lead work supervision includes providing training and technical assistance, work assignment and work review, and input to performance evaluations. In a prison environment, inmate performance is documented through completion of periodic performance reports and incumbents are responsible for implementing security procedures which includes securing the work area from unauthorized inmates and accountability for assigned inmates, staff, tools, and equipment. Supervision of a crew of inmates must be within the institution and must be a regular and reoccurring duty of a position to warrant allocation to this class.

Positions at this level are distinguished from the lower level of the series by the lead work supervisory responsibilities OR independent statewide painting maintenance program responsibility and related administrative responsibilities.

This is the advanced journey level class in the series.

PAINTER I

Under general supervision, incumbents perform the range of duties described in the series concept at the journey level. Supervisors are consulted prior to performing large scale projects and in situations requiring coordination among various trades or outside contractors.

This is the journey level class in the series.

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MINIMUM QUALIFICATIONS

PAINTER SUPERVISOR

EDUCATION AND EXPERIENCE:

I

Graduation from high school plus 30 semester credits with an emphasis in painting and construction and three years of journey level painting experience equivalent to a Painter I in Nevada State service;
OR

II

An equivalent amount of education and experience that provided the applicant with the required entry level knowledge, skills and abilities. One year of journey level painting experience may be substituted for 30 semester credits with an emphasis in painting and construction.

LICENSE: A valid Nevada driver's license may be required for some positions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Thorough knowledge of state and agency policies and procedures pertaining to purchasing, personnel, and work unit operations. Working knowledge of the principles and practices of management and supervision.

Ability to train, motivate, and supervise staff including hiring, training, assigning and reviewing work, establishing work schedules and priorities, administering discipline and evaluating performance.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to speak to groups or on a one-to-one basis using proper grammar and vocabulary, to provide training, obtain and provide information and explain and interpret policies and procedures. Ability to set priorities which reflect the relative importance of the needs of the agency and the capacity of the shop to meet those needs. Ability to examine structures, furniture and fixtures, determine the extent of work required, and determine the cost, feasibility, and cost effectiveness of the project. Ability to schedule projects by coordinating with other trade workers, agency staff, and outside vendors. Ability to estimate the material, supply and equipment requirements for shop operations and major projects.

In addition, all knowledge, skills, and abilities required at the lower levels of the series.

PAINTER II

EDUCATION AND EXPERIENCE:

I

Two years of journey level painting experience equivalent to a Painter I in Nevada State service, plus 30 semester credits with an emphasis in painting and construction; OR

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MINIMUM QUALIFICATIONS (cont.)

II

An equivalent amount of education and experience that provided the applicant with the required entry level knowledge, skills and abilities. One year of journey level painting experience may be substituted for 30 semester credits with an emphasis in painting and construction.

LICENSE: A valid Nevada driver's license may be required for some positions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Ability to enforce safety, security, and custodial measures for the supervision of inmates. Ability to supervise staff including training, assigning and reviewing work, and evaluating performance. Ability to establish and maintain records and files and prepare reports pertaining to operations, materials and supplies.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of state and agency policies and procedures pertaining to work unit operations, personnel, and purchasing.

Ability to set priorities which reflect the relative importance of job assignments. Ability to establish and maintain cooperative working relationships with vendors and agency staff.

In addition, all knowledge, skills, and abilities required at the lower level of the series.

PAINTER I

EDUCATION AND EXPERIENCE:

I

Three years of skilled painting experience under the supervision of a journey level painter (such as an apprenticeship) which included responsibility for performing a variety of repairs and maintenance activities and ordering material, plus 30 semester credits with an emphasis in painting and construction; OR

II

Successful completion of the Craft-Worker-In-Training program in Nevada State service; OR

III

Completion of a recognized painting apprenticeship program; OR

IV

An equivalent amount of education and experience that provided the applicant with the required entry level knowledge, skills and abilities. One year of journey level painting experience may be substituted for 30 semester credits with an emphasis in painting and construction.

LICENSE: A valid Nevada driver's license may be required for some positions.

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MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of agency policies and procedures pertaining to work unit operations. General knowledge of national, state and local building codes.

Skill in matching and mixing colors. Skill in bleaching, filling, and graining natural wood.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of the standard practices, methods, materials, tools, and equipment used in painting. Working knowledge of safety hazards, safe working procedures, and the proper use, storage, and disposal of hazardous materials.

Ability to write sufficient to prepare work orders, requisition supplies, and prepare specifications. Ability to read sufficient to read and interpret repair orders, color formula books, and service manuals. Ability to read and interpret blueprints and construction drawings in order to determine material needs. Ability to determine the type of paint that is best suited for the surface to be painted. Ability to estimate the materials and time required to complete projects. Ability to add, subtract, multiply and divide whole numbers, fractions and decimals to calculate dimensions and material needs. Ability to establish and maintain cooperative working relationships with co-workers. Ability to work independently and follow through on assignments with minimal direction. Ability to safely lift painting materials and move furniture. Ability to set up and work on ladders and scaffolding.

Skill in safely using and maintaining various types of painting equipment such as compressors, spray equipment, brushes and rollers. Skill in performing a variety of skilled journey level painting processes including surface preparation; taping and finishing sheetrock; painting wood, masonry, and metal exterior surfaces; painting wood, masonry and dry wall interior surfaces; staining and varnishing furniture; applying wall coverings; finishing wood; and spray painting.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.460</u>	<u>9.459</u>	<u>9.429</u>
ESTABLISHED:	7/1/91P	7/1/91P	1/1/61
	11/29/90PC	11/29/90PC	
REVISED:			7/1/91P
			11/29/90PC